

ECAC Needs Assessment and Recommendations to the Governor Timeline Based on Budget Cycle		
ECAC Meeting	Action Steps	
Council Meeting March 2017	Needs Assessment	
Council Meeting June 2017	Needs Assessment	
Retreat August 2017	Retreat to prioritize needs, set up need area work groups to consider “solutions”	
Council Meeting September 7, 2017	Begin to identify solutions, finalize work group membership and meeting structure <i>time for work groups to convene, plan, discuss</i>	
September-December	Work groups meet, fill in grid, initial draft recommendations	Steering Committee 9/19: Staff check in with co-chairs, share timeline and December goals
		Steering Committee 10/19: staff check in with work group co-chairs about progress, needed support, readiness for December meeting
		Steering committee 11/21, 9:00-11:00, discuss work group process, begin to develop recommendation template
		Co-chair meeting 11/28, review December agenda, discuss relevant context that should be reviewed by work group (i.e; Kindergarten Readiness report).
Council Meeting December, 13 2017	Work group time, review timeline and goals Review draft report/letter from co-chairs <i>December: Rob Grunewald presentation, Dr. Eric Grodsky Kindergarten readiness report</i>	
December-March	Work groups deeply flesh to support March decision making/prioritization, develop recommendation summaries	Steering committee meeting: 12/19, 9:00-11:00 Review progress from December meeting and needed supports before March, finalize recommendation template
		Steering committee meeting: 1/16/18, send recommendation template to work group co-chairs
		February 12: workgroups submit recommendation summaries/templates for review
		Steering committee meeting, 2/20/18: review and organize work group recommendations for co-chair meeting Review implementation and budget template
		Co-chair meeting: 2/23/18: Co-chairs provide feedback on draft recommendations pitfalls, concerns, probability
Council Meeting March, 15 2018	Prioritize/select recommendations to advance to the governor. Present final 2017 update/letter/report	
	For selected recommendations: research budget considerations, implementation details, and begin preparing draft report	Steering committee meeting: 3/20/18, review March meeting and rankings and connect with work groups on needed next steps to flesh out selected recommendations. Communicate selections and send template to work groups after the meeting.

		Steering committee meeting: 4/17/18, updates from work groups, work on report letter, report facts, planning needs assessment process/September and December agendas
May 1, 2018	Retreat: work group time	
		May 4: work groups submit and implementation and budget templates. Documents shared with steering committee for review in advance of 5/15/18 meeting.
		Steering committee meeting: 5/15/18, review and revise recommendation summaries and implementation, budget template and forward to co-chairs. Review and finalize key facts page and letter.
		Co-chair meeting 5/17/18: review recommendation summaries and implementation details.
Council Meeting June 6, 2018	Final draft of recommendation summaries, implementation/budget details, key facts page, and letter reviewed and approved. These versions will be given to Meri for formatting.	
		Steering committee, 6/19: answer any questions from Meri Plan September and December meetings
		Steering committee, 7/17 Plan September and December meetings
		Steering committee, 8/15 Plan September and December meetings
		Co-Chair 8/29
Council Meeting September, 5 2018	Present final report, begin marketing strategies/discussion Needs assessment/possible speaker:	
		Steering committee, 9/18
		Steering committee, 10/16
		Co-Chair 11/6
Council Meeting December 5, 2018	Needs assessment/possible speaker:	
		Steering committee, 12/18